



**13 MARCH 2003**

**Personnel**

**FUNDRAISING WITHIN THE AIR FORCE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 36-3101, 12 July 2002, is supplemented as follows.** This supplement establishes procedures for requesting fundraising events on McChord AFB.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

18. The 62d Services Squadron Commander (62 SVS/CC) has been designated as the OPR for approving fundraising activities on McChord AFB for purposes identified in AFI 36-3101, Table 1, Rules 3 through 6 and AFI 34-223. All requests for private organizations (POs) or unofficial activities/organizations (UAs) fundraising will be submitted in writing in the format prescribed in **Attachment 4 (Added)** of this supplement. Requests for fundraising should be sent to 62 SVS/CC as early as possible and no less than seven (7) days prior to the fundraising date. Although each fundraising request will be viewed on a case-by-case basis, the following general guidance applies.

18.1. (Added) POs (as defined in AFI 34-223) and UAs must comply with this supplement and AFI 34-223. POs and UAs will not engage in activities that duplicate or compete with a Base Services or AAFES activity, nor will they sell alcoholic beverages.

18.2. (Added) Actions of POs and UAs must not prejudice or discredit the United States government or conflict with governmental activities. POs are prohibited from conducting games of chance, lotteries, raffles or other gambling type activities or operating amusement machines.

18.3. (Added) POs and UAs are authorized occasional sales for fundraising purposes, such as bake sales, dances, carnivals, and similar functions. Occasional is defined in AFI 34-223 as not more than two (2) fundraising events per calendar quarter.

18.4. (Added) All POs and UAs planning on-base functions where food will be prepared and sold must coordinate through Public Health at least seven (7) days prior to the event. Organizations are required to submit a letter stating what type of food will be served, from what source food will be purchased, how

food will be kept hot or cold, and a point of contact for the fundraising event. The letter must be hand carried to Public Health so that requirements can be briefed. (**Attachment 4 (Added)**)

18.5. (Added) POs and UAs are to contact the point of contact (POC) of the location where the fundraising event is to be held to coordinate the use of the facility. Pre-approved facilities and assets are listed in **Attachment 5 (Added)**.

18.6. (Added) Base Services shall only sponsor fundraising events for the purpose of and benefit of the Services organization only (e.g., Bowling Center, Golf Course, etc.). Base Services shall not sponsor events that benefit charities, foundations, or private organizations. However, POs and UAs, subject to the same rules and guidelines that apply to all patrons, may utilize Base Services facilities. Furthermore, no actual fundraising activities (raffles, sales, etc.) may be conducted on the premises without prior approval. Organizations are to contact the POC of the location where the fundraising event is to be held to coordinate the use of that facility.

18.7. (Added) Upon the first failure of a PO or UA to comply with the procedures contained in AFI 34-223, AFI 36-3101, and this supplement, that organization's president or POC will be issued a warning letter from 62 SVS/CC, with a courtesy copy forwarded to that individual's squadron commander or equivalent. Upon a second violation within a six (6) month time frame, the president or POC will be issued a suspension letter from 62d Airlift Wing Commander (AW/CC) stating the organization and its members are prohibited from fundraising on McChord AFB for six (6) months. A courtesy copy of this letter will be forwarded to that person's squadron commander or equivalent.

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

AFI 34-223, *Private Organization (PO) Program*, 27 November 2002

***Abbreviations and Acronyms***

**PO**—Private Organization

**POC**—Point of Contact

**SVS/CC**—Services Squadron Commander

**UA**—Unofficial Activities/Organization

**Attachment 4 (Added)****REQUEST FOR FUNDRAISING EVENT**

MEMORANDUM FOR 62 SVS/CC

FROM: (Your Organization)

SUBJECT: Request for Fundraising Event

Request approval to conduct a fundraising event. The following information is provided in support of this request.

a. Nature of Event (Bake sale, car wash, etc.)

b. Location of Event \_\_\_\_\_

\*Have you obtained permission from the facility POC? (Yes/No). If so, who is it? \_\_\_\_\_

c. Date of Event \_\_\_\_\_

d. Project Officer of Fundraiser and Telephone Number \_\_\_\_\_

e. How will the proceeds be maintained? \_\_\_\_\_

\*If proceeds are to be deposited in the bank, what is the name on the account? \_\_\_\_\_

f. Include a short description of how the fundraiser will be conducted. The following questions must be answered (unless they do not apply): who will participate in the fundraiser, what items will be sold, what time will the event occur, how the funds raised will be used, where will any necessary equipment come from\*, what will happen to any items that do not get sold, how will donations (i.e. of items to sell) be collected, who will be responsible for set-up and clean-up, and how will safety and traffic issues be dealt with.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Point of Contact/Unit Commander

**NOTE: If you plan on preparing and (or) selling food, you must have the following first endorsement on your letter prior to sending to 62d SVS/CC for approval. If no food is involved, skip to the second endorsement (from 62d SVS/CC to your unit) and call it the first endorsement.**

NOTE: Private organizations and unofficial activities must provide their own supplies and equipment. Under the Joint Ethics Regulation, Section 3-211, all logistical support to non-Federal entities must be approved by 62 AW/CC. Use of facilities and assets appearing in **Attachment 4 (Added)** have been pre-approved for use by McChord AFB POs and UAs *subject to coordination with the custodian of the respective facility or asset*. Use of any other facility or asset must be approved by 62 AW/CC.

1st Ind., 62 MDOS/SGOAM

MEMORANDUM FOR 62 SVS/CC

Approved/Disapproved

Signature of Public Health

2nd Ind., 62 SVS/CC

MEMORANDUM FOR

Approved/Disapproved.

Signature of Services Commander

**Attachment 5 (Added)****MCCHORD FACILITIES AND ASSETS THAT HAVE BEEN PRE-APPROVED  
FOR USE BY MCCHORD AFB PRIVATE ORGANIZATIONS  
AND UNOFFICIAL ACTIVITIES**

**NOTE:** Use of these facilities and assets are subject to coordination with the custodian of the respective facility or asset.

**A5.1. (Added) Facilities****Facilities**

1. Chapel Support Center.
2. Base Exchange, to include interior mall area, entry/exit area and parking lots.
3. Bxtra, to include entry/exit area and parking lots.
4. Commissary, to include entry/exit area and the covered sidewalk in front.
5. Northwest Connection Club, to include interior hallways and entry/exit areas.
6. Whispering Firs Golf Course.
7. All other McChord AFB building entryways, concourses, and lobbies.

Fundraising activities in all other areas of the installation, including hangars, offices, and the entire flight line, may not be conducted without the prior approval of 62 AW/CC.

**A5.2. (Added) Assets.****Assets**

1. Folding chairs and tables.
2. Extension cords and power strips.
3. Garden-type hoses.
4. Any non-mechanical, non-electrical asset with a replacement cost of less than \$100.

ROBERT R. ALLARDICE, Colonel, USAF  
Commander, 62d Airlift Wing